

OFFICE OF HUMAN CAPITAL MANAGEMENT
OFFICE OF INNOVATIONS AND SOLUTIONS
ENTERPRISE TRAINING SERVICES, HR-21

Working with Congressional Staff

(Presented by the USDA Graduate School)

<u>Course Audience:</u>	This course is designed for supervisors, managers and executives in the federal government who need to both influence congressional decisions and to understand the impact that those decisions have on their organizations.
<u>Course Overview:</u>	Participants will learn how to deal effectively with congressional staff, avoid the most commonly made mistakes, and increase their ability to influence the interaction with Congress and congressional staff.
<u>Course Objectives:</u>	<p>At the conclusion of the course, participants should be able to:</p> <ul style="list-style-type: none">• Understand how the office of a member of Congress functions, including the roles of staff, the distribution of congressional funds, and strategies for creating effective entry points• Recognize key relationships between congressional staff, district staff, committees, and constituents• Increase their ability to effectively influence congressional decisions
<u>Cost:</u>	Tuition is \$275 and is the responsibility of the participant's organization.
<u>Dates/Location:</u>	<p>June 19, 2007; 8:30 AM – 4:00 PM</p> <p>USDA Graduate School, Washington 600 Maryland Avenue, S.W. Washington, DC 20024-2520</p>
<u>Registration Procedure:</u>	For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in Course #001569, Session #0001. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process.
<u>Additional Information</u>	Contact the Graduate School at (202) 314-3300 or customerservicecenter@grad.usda.gov for details.
<u>Point of Contact:</u>	Karen Lerma, Corporate Training Officer, Office of Innovations and Solutions, Enterprise Training Services, HR-21, at (505) 245-2153 or Karen.lerma@hq.doe.gov